



# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

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## Subject: NASA Occupational Safety and Health Programs w/Change 3 (02/13/06)

Responsible Office: Office of Safety and Mission Assurance

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## CHAPTER 6. Safety and Health Training

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### 6.1 Goal

NASA is committed to the development and implementation of a comprehensive program of occupational safety and health training and instruction. The purpose is to assure the highest practical skill levels for safety and health professionals, safe work habits for employees involved in controlled hazardous operations, and sufficient information to enable management officials and supervisors to recognize their responsibilities under the Occupational Safety and Health Act and the NASA safety and health programs.

### 6.2 Center Director Responsibility

The Center Director has the ultimate responsibility to assure that adequate training is provided to personnel in accordance with Federal and NASA requirements ([Requirement 22067](#)). In performance of this responsibility, the Center Director shall:

- 6.2.1 Identify safety and health training needs ([Requirement 22142](#)).
- 6.2.2 Budget for safety and health training requirements ([Requirement 22143](#)).
- 6.2.3 Develop safety and health training courses ([Requirement 22144](#)).
- 6.2.4 Maintain training records to reflect employee safety and health training ([Requirement 22145](#)).

### 6.3 DASHO Responsibility

The DASHO shall assure that safety and health officials are designated at each appropriate level with sufficient authority and responsibility to plan for and assure funds for safety and health staff, equipment, materials, and training required to ensure implementation of an effective occupational safety and health program ([Requirement 22068](#)).

### 6.4 Agency Safety and Health Managers

The Office of Safety and Mission Assurance, Safety and Assurance Requirements Division, and the Office of the Chief Health and Medical Officer are responsible for overseeing and advocating the safety and health training effort per their respective policy documents, to include:

- 6.4.1 Establishing safety and health training policies and assessing Center or Component Facility performance with OSHA and NASA requirements ([Requirement 31590](#)).
- 6.4.2 Advocating additional training budget needs with the DASHO and the NASA Operations Management Council based on Center or Component Facility performance evaluations, and/or budget communications ([Requirement 31591](#)).
- 6.4.3 Sponsoring training course development and maintaining a catalog of available training courses to augment Center or Component Facility training programs ([Requirement 31592](#)).
- 6.4.4 Maintaining liaisons with other government and industry training organizations for the purposes of cross fertilization and lessons learned ([Requirement 31593](#)).

## 6.5 Personnel to be Trained

Appropriate instruction and job-related safety and health training are required for the following employees:

- 6.5.1 Top management officials including program/project managers ([Requirement 31594](#)).
- 6.5.2 Supervisors ([Requirement 31595](#)).
- 6.5.3 Safety and health professionals ([Requirement 31596](#)).
- 6.5.4 Collateral duty safety and health personnel and safety and health committee members ([Requirement 31597](#)).
- 6.5.5 Employees and employee representatives ([Requirement 31598](#)).

## 6.6 Training Course Content

The training program should be structured so as to ensure that the following information be provided to civil servants, as required, for their specific jobs as reflected in paragraph 6.3:

- 6.6.1 Essential features of the Occupational Safety and Health Act ([Requirement 31599](#)).
- 6.6.2 Content of Executive Order No. 12196 ([Requirement 31600](#)).
- 6.6.3 The requirements of 29 CFR Part 1960, "Basic Program Elements for Federal Employee Occupational Safety and Health Programs," and related matters ([Requirement 31601](#)).
- 6.6.4 NASA's occupational safety and health policies and program requirements ([Requirement 31602](#)).
- 6.6.5 Specific job-related information such as:
  - 6.6.5.1 Hazards of the job task ([Requirement 31604](#)).
  - 6.6.5.2 Safe and healthful work practices. ([Requirement 31605](#)).
  - 6.6.5.3 Hazards of the work environment ([Requirement 31606](#)).
  - 6.6.5.4 Necessity for and proper use and care of personal protective equipment ([Requirement 31607](#)).
  - 6.6.5.5 Pertinent emergency procedures ([Requirement 31608](#)).
  - 6.6.5.6 Methods for reporting of mishaps, occupational injuries, illnesses, and hazardous conditions ([Requirement 31609](#)).
  - 6.6.5.7 Safety and health standards applicable to the work environment ([Requirement 31610](#)).

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